

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-02-006C

OPEN PERIOD:

9/22/2010 – 10/13/2010

JOB TITLE:Supervisory Financial
Services Technician**PAY GRADE AND SERIES:**

GS-0503-10

PAY RANGE:

\$52,252 - \$67,931

POSITION LOCATION:

San Luis Obispo, CA.

UNIT:

USPFO

PDCN #: N1354000**Security Clearance Required:**

National Agency Check

APPOINTMENT TYPE: PERMANENT NON-DUAL STATUS ON**BOARD** Must submit a copy of SF50 for status verification**AREA OF CONSIDERATION:** CURRENT ON BOARD COMPETITIVE
STATUS CALIFORNIA ARMY NATIONAL GUARD USPFO TECHNICIANS
ONLY**Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in the Army National Guard (ARNG) United States Property and Fiscal Office (USPFO), Financial Services Branch. The primary purpose is to direct the work performance and supervise Financial Services Technicians performing duties to accomplish the full range of military, technician, and voucher exam (commercial accounts and travel) payment actions with a full understanding of the technical financial transactions (accounting and budget) process to provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial services.

THIS POSITION MAY BE CONCURRENTLY ANNOUNCED WITH VA 10-02-006. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW CNG FPR 335.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

Supervisory Financial Services Technician GS-0503-10: Must have 1 year equivalent to at least GS-09; experience in working and communicating with persons of various levels and backgrounds; experience which demonstrates the ability to assess and offer resolution to employee and customer complaints; experience that demonstrates the ability to assign work, direct, guide, supervise, set performance objectives, evaluate performance, and motivate employees; experience in writing standard operating procedures; experience which demonstrates the knowledge of working with DOD pay entitlements and travel reimbursements using a computerized financial system; experience with demonstrates the knowledge of DOD pay and travel reimbursement rules, regulations, laws and policies.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to establish, develop and maintain effective working relationships with others.
2. Ability to plan and organize work for others, set priorities, train, lead and mentor personnel to ensure organization and customer goals are met.
3. Knowledge of functions and procedures of a computerized financial system.
4. Knowledge of rules, regulations, laws and policies governing pay and travel reimbursement transactions.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@NG.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating for qualifications of this office.

CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS

****FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK****

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current résumé* (**mandatory**)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible)

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.

***CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.**

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@NG.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to

NGCAHRJOBSTECH@NG.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER